

Online Application System Information (OAS) Correcting Data

E-mail the information listed below to the Department of Public Instruction at
PrivateSchoolChoice@dpi.wi.gov

CORRECT A STUDENT NAME ON AN APPLICATION:

1. The correct name of the student (verified by parent) Be sure to provide documentation that supports the correct student name, such as an immunization record or a copy of the “Annotation of Birth Record/Facts” form available at <http://www.wrdaonline.org/VitalRecords/AnnotationAbstractedBirthFacts4.pdf>
2. The prior name of the student.
3. Student Grade
4. Student’s date of birth (verified by parent)
5. Prior school (if different than yours)

CORRECT A STUDENT DATE OF BIRTH

1. The correct name of the student (verified by parent)
2. Student Grade
3. Prior school (if different than yours)
4. Student’s correct and incorrect date of birth (verified by parent). Be sure to provide documentation that supports the correct date of birth, such as an immunization record or a copy of the “Annotation of Birth Record/Facts” form available at <http://www.wrdaonline.org/VitalRecords/AnnotationAbstractedBirthFacts4.pdf>

CHANGE A GRADE:

Grade changes should be done by the school while completing the September 1 Enrollment report, the 3rd Friday in September Count report, or the 2nd Friday in January Count report. Any grade changes missed through those reports will have to be done through the enrollment audits completed by your auditor.

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